

# West Lafayette Parks & Recreation Department

## Staff Management Report

### Monday, December 21, 2015

#### 1. Upcoming Program Dates:

- 12/24 & 25: City Offices Closed for Holiday
- 12/24-1/3: Morton Center & Lilly Nature Center Closed for Holiday
- 1/1: City Offices Closed for Holiday
- 1/11: Classes at Morton Center Begin
- 1/13-15: Staff Members to attend IN Parks & Recreation State Conference in Bloomington
- 1/18: City Offices Closed for MLK Holiday
- 1/25: Parks Board Meeting, 4:30 p.m.

#### 2. Pennie Ainsworth, Assistant Superintendent's Report

- Cumberland Park Playground: We have been working with Lafayette Kiwanis Club to build a playground in Cumberland Park. A \$15,000 grant has been awarded to the project from the KaBOOM organization. KaBOOM is a national non-profit that works to provide places to play. The total cost of the equipment now is \$22,478.43 installed. Participated in a webinar from KaBoom regarding their grant expectations.
- ADA Work: Precision Concrete Cutting has been hired to remove trip hazards in Tapawingo Park to comply with ADA. Redevelopment Commission (RDC) will provide funds in the amount of \$9,380.
- Global Fest: The Committee has been working to coordinate with Purdue, the new Global Fest site. Our next meeting is Friday, January 22.

#### 3. Chris Foley, Recreation Director's Report:

- The Ice Rink opened on Friday, November 27. The warmer than normal weather made for a good opening weekend.
- Our new Rink/Pool Manager, Kevin Noe, joined our staff on December 7<sup>th</sup>. He has already been involved with making ice and learning to drive the Zamboni.
- Skate with Santa was held during the unseasonably warm weather on Saturday, Dec. 12. The maintenance & Rink staff worked to keep the ice. 23 people participated in the Skate with Santa. In addition to ice skating they enjoy hot chocolate, donuts and made a craft. We were able to open for the 1-3 pm session but closed for the rest of the day. We were closed for the rest of the weekend and finally lost the battle with the weather on Monday. Tuesday the remaining ice was removed and Wednesday evening the staff began making new ice.
- The Winter/Spring brochure was mailed. The new postal Mail-in Registrations will be accepted after the start of the year. Registrations will be kept in post marked order. Call-in and Walk-in registrations will begin on Tuesday, Jan. 6.
- The first day to rent shelters will be on January 4.

#### 4. Bess Witcosky, Morton Center Director:

- Both Bess Witcosky and Dan Dunten attended the COOK Medical Health Fair. People were very interested in the trails and recreational activities.
- Morton anticipates a number of renovations projects to start over the holiday break including: Room 101 transitioning to Sana Bookers office space, new dance mirrors to be installed in Rooms 202 and 206, and the addition of cabinetry and counter top to the lounge and room 106 which will create an additional small classroom.
- Morton has received 2 grants to be used in 2016.
- The first is from the Community Foundation. They have granted \$1585 to be used in the Pottery studio for a new slab roller and table.

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- The 2<sup>nd</sup> grant is from the Indiana Arts Commission (IAC) to help celebrate the bicentennial in our state parks. Under the IAC grant "Arts in the Parks", Morton will partner with Prophetstown State Park to present a program called "A Day in the Park with Morton". During 1 Saturday in September, Morton instructors will teach several mini workshops that celebrate art and take inspiration from the prairie landscape.

#### 5. Jon Munn, Parks Director Report:

- Received NRPA CPSI test results and both Tom James and Jon Munn passed the playground safety inspector certification.
- Completed all duties in order to open the riverside skate center. Due to unseasonably warm weather we had to clear the ice from the rink 12/15/15 and prep for making new ice 12/17/15
- During the ice making process Ken Vanderhoff has shown exceptional service to the dept. working several late nights to get the rink open and maintain ice
- We have continued to stay in contact with the Wabash Valley Alliance to develop a plan to help the homeless situation in the Tapawingo park area
- Received 7 loads of Ag lime and began to prep the ball fields at Cumberland Park
- Aerated all three ball fields at Cumberland and blessed Sacrament
- Hauled 6 loads of Mulch from SIA to the Lilly nature center for installation on the trails
- Installed snow fence to block off tube run at Happy Hollow Park
- Installed rip rap stone along the eroded edges of the boat ramp at Mascouten Park
- Attended the annual Storm water training seminar at Ivy Tech with entire maintenance staff
- Replaced heating elements in one kiln and thermocouple on both kilns at the Morton center
- Have been in contact with Simon Const. to begin the next section of boardwalk trail at Happy Hollow. T-Bird engineering is scheduled to complete the survey so work can begin in the next couple weeks.
- Completed the concrete foundation for the installation of the sculpture sign for the Lilly Nature Celery Bog Nature Area/Lilly Nature Center. Installation of art work to take place during holidays.
- Made repairs to the tool cat so it is in good working order to be traded in to the bobcat dealer. Expect to receive the new tool cat by the end of the year
- Completed mower service including oil changes, fuel and air filters, blade sharpening and cleaning and tire inspections. All mowers are prepped and ready for the 2016 mowing season
- We continue to work on damaged trees throughout the parks and trails
- Met with Purdue Rec sports to store 4 sailboats in the Community boat storage

#### 6. Dan Dunten, Stewardship Director's Report

- **Tree City USA Report:** Each year we compile all the data regarding the tree work conducted in West Lafayette and I submit the final report to the Arbor Day Foundation. If we reach a certain level of work performed, we are awarded the designation of a Tree City. We again easily qualified this year, in fact this will be the 25<sup>th</sup> consecutive year that West Lafayette has received this recognition. Here are some of the figures:
  - \* 416 new trees have been planted
  - \* 118 trees have had to be removed
  - \* 1104 trees have been pruned
  - \* 25 volunteers contributed 1,036 hours, valued at over \$23,000

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- **Audio Boxes for the Celery Bog Nature Area:** After many hours working on this project, the three audio boxes are completed and have arrived. They turned out great! They were funded through an SIA Foundation grant that Jan & I submitted. I will bring them to the Parks & Recreation Board meeting for everyone to see. These will go along the trails at the Nature Area.
- **Wednesdays In The Wild Planning:** Twice a year we make plans for the next six months of weekly educational programs. This involves input and work from a lot of individuals. Joan Mohr Samuels does an excellent job coordinating this program. We feel we again have an outstanding slate of programs for the general public.
- **Indiana Parks & Recreation Conference:** I was asked to serve on the state conference Planning Committee and was then asked to plan and chair a new event for new members and first time conference attendees. Details are almost finalized since the conference is January 13, 14, & 15. We had an opportunity to nominate individuals and programs for state recognition at conference, so I submitted three for West Lafayette Parks and Recreation. These include:
  - \* Sam Postlethwait as an outstanding volunteer
  - \* The Wednesdays In The Wild program under the direction of Joan Mohr Samuels for outstanding programming.
  - \* The Celery Bog Nature Area for the various conservation practices that have been installed.

The conference is going to be in Bloomington and a fun part of the event is a silent auction of donated items. Obviously, there will be a lot of red and white items down there. I wanted to make sure that Purdue was well represented also, so I made some contacts with various organizations. I was hoping for one item from some of them, but because of where this will be held, people were very generous! Over \$700 in Purdue items has been donated, so there will be plenty of Black & Gold in the Bloomington Convention Center. Should be fun!

#### 7. Janet Fawley, Park Superintendent's Report:

- 11/19: WREC Central Reach Stakeholder's walking tour along Wabash River; Followup schematics presented at 12/14 meeting.
- Leadership Lafayette session: Coaching for Success+ Public Outreach for Volunteer Expo in May 2016 is working on methods to getting public involved.
- Hilltop-to-Hilltop Committee as co-chair; working on shopping program to encourage bikers & pedestrians to shop locally - especially during upcoming State St. construction.
- Met w/ Ryan Cambridge of (BDMD) & the Purdue Extension Staff to work on Questionnaire; Questionnaire to be ready in January. Letter of Agreement was provided by BDMD for consultant work.
- Mt w/ Tippecanoe Co. Parks Superintendent and Naturalist regarding plan to adjust Naturalist duties.
- Mt w/ Dave Buck, City Engineer about our taking on additional trail work in 2016. Trailwork includes trail in front of Happy Hollow School and along Sagamore Parkway to Happy Hollow Road. Follow up meeting w/ consultant regarding the initial work.
- Mt w/ Happy Hollow Road Consultant regarding the need to realign Happy Hollow Creek in 2016 & 17.
- 12/9: City Staff Luncheon held at Morton Center
- 12/17: Park Staff Holiday party held at Service Center.

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**8. Larger Projects completed this year to date:**

- ✓ Riverside Ice Skating Rink repairs(CCD R/M services)
- ✓ Tapawingo Park Public Art
- ✓ Tractor repair (CCD)
- ✓ Basketball courts resealed / striped(CCD funds)
- ✓ Pool leak determined(NR Capital Pool Fund which transferred to Parks & Rec fund)
- ✓ 10/9: Former Parks Director house demolished
- ✓ Fence repairs complete
- ✓ Playground Safety Surfacing at all playgrounds(CCD Funds)
- ✓ Cumberland Barn siding (RDC funds)
- ✓ Morton Center Parking Lot resealed / striped

Projects below in various stages towards completion:

- Morton Center Mirrors for Rooms 202 & 206 (NRO Fund) to be done during holidays
- ADA Work @ Tapawingo (RDC Funds) Contract just agreed upon
- Happy Hollow Ravine Trail (RDC Funds) Work to begin during holidays
- Celery Bog Nature Area Sign/Public Art (RDC) Artist to install during holidays
- HH Maintenance Building-Modine Heater (CCD fund) New heater received; yet to be installed.